

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT leave blank. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DELIMA		
FIRST NAME	GINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABREO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/15/1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MANILA, PHILIPPINES	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BRGY. BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	
8. WEIGHT (kg)	60		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-BIG ID NO.	170000321109		
12. PHILHEALTH NO.	13-050082743-3		
13. SSS NO.	0628052854	19. TELEPHONE NO.	
14. TIN NO.	259-850-611	20. MOBILE NO.	09123335294
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	DELIMAGINAPHI@GMAIL.COM

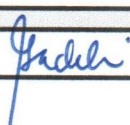
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	GIANFE IRENE DELIMA	04/01/2011
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GASTADOR			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELIMA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABREO			
FIRST NAME	IRENEA			
MIDDLE NAME	BARCOMA		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	HIPUSNGO ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	1994	2000		2000	1ST HON. MENTIONED
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL GRADUATE	2000	2004		2004	
VOCATIONAL / TRADE COURSE	TESDA	HORTICULTURE NCII	2016	2016		2016	
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	2004	2008		2008	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN MANAGEMENT	2011	2014		2014	
GRADUATE STUDIES	KU LEUVEN, BELGIUM	MS IN SUSTAINABLE DEVELOPMENT	2017	2019		2019	CUM LAUDE

(Continue on separate sheet if necessary)

SIGNATURE	 GINA DELIMA	DATE	December 1, 2020
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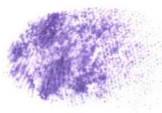
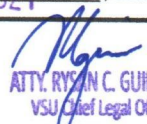
V. WORK EXPERIENCE

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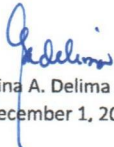
SIGNATURE	GINA DELIMA	DATE	December 1, 2020
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	NATIONAL SERVICE TRAINING PROGRAM (NSTP)	2007	2008	80.0	STUDENT ASSISTANT	
	ST. ANTHONY DE PADUA PARISH	2001	2004		PARISH CATECHIST	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Seminar on Standards and Certification for Organic Agriculture	07/29/2008	07/30/2008	16	Technical	Bureau of Agriculture and Fisheries
	Value Chain Analysis Workshop	08/02/2008	08/03/2008	16	Technical	Micro-Credit, Inc. (KMI), Kaisampalad, Inc.
	1st Regional Coconut Summit	08/30/2008	08/30/2008	8	Technical	Philippine Coconut Authority, An Waray Party List, GTZ-EnRD, Kaisampalad Inc. Department of Agriculture, DTI, DOST, DAR
	Financial Management and Analysis	09/24/2008	09/26/2008	24	Managerial/	Corporation, National Anti-Poverty
	Regional Conference in Asset Reform, Climate Change and Collective Action	03/27/2010	03/27/2010	8	Managerial/	Project Development Institute
	Presentation of Re-entry Plan	10/01/2011	10/01/2011	8	Managerial/	Leyte Normal University
	Household Economy Analysis (HEA)	08/1/2014	08/ 31/2014	80	Technical	Oxfam
	TOT Community-based Enterprise Development	12/11/2014	12/12/2014	16.0	Managerial/ Technical	Oxfam, ILO
	Introduction to Participatory Development	12/18/2014	12/19/2014	16.0	Managerial/ Technical	Oxfam
	Training on Self-Help Group Approach	01/22/2015	01/24/2015	24.0	Technical	Oxfam, ECLIPSE
	Writeshop on Documentation of Best Practices	03/03/2015	03/03/2015	8.0	Technical	Oxfam
	Occupational Health and Safety Program Roll-Out	08/25/2015	08/25/2015	8.0	Managerial/ Technical	Catholic Relief Services (CRS)
	TOT Disaster Risk Management and Contingency Planning	10/29/2015	10/29/2015	8.0	Technical	USAID, CRS, Center for Disaster Preparedness (CDP)
	TOT Disaster Risk Reduction	01/27/2016	02/09/2016	72.0	Managerial/ Technical	Catholic Relief Services (CRS)
	Gender Sensitivity Orientation-Workshop	05/03/2016	05/03/2016	8.0	Managerial/ Technical	Catholic Relief Services (CRS)
	Advanced Excel Training	05/18/2016	05/18/2016	8.0	Technical	Catholic Relief Services (CRS)
	HORTICULTURE NC11	05/01/2016	10/31/2016	449.0	NC11	TESDA AND BALANGIGA NATIONAL AGRICULTURE SCHOOL
	Information Security Awareness Training	04/17/2017	04/17/2017	3.0	Technical	Catholic Relief Services (CRS)
	Training on Theories and Concepts of Disaster	11/01/2018	11/03/2018	9.0	Managerial/ Technical	Mountains of the Moon University, VLIRUOS, Vrije Universiteit Brussel
	Advanced Statistical Analysis	10/09/2018	10/18/2018	30.0	Managerial/ Technical	Mountains of the Moon University, VLIRUOS, KU Leuven - Belgium
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	TRAINING FACILITATION					
	DOCUMENTATION					
	RESEARCH					
	PROJECT MANAGEMENT					
(Continue on separate sheet if necessary)						
SIGNATURE		GINAA. DELIMA		DATE	December 1, 2020	

34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ END OF	
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____	
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 7054) a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. LILIAN NUÑEZ	Catholic Relief Services, Eastern Samar	angelollorin@gmail.com
LOVE LYN CATALAN	GUIMBA, NUEVA ECIJA	lovelyn.catalan@gmail.com
DR. KEWAN MERTENS	KU LEUVEN, BELGIUM	kewan.mertens@kuleuven.be
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE	 GINA DELIMA Signature (Sign inside the box) December 1, 2020 Date Accomplished	
Government Issued ID		
ID/License/Passport I P2243149B		
Date/Place of Issuance: 22 MAY 2019/ PE BRUSSELS		
 Right Thumbmark		
RIBED AND SWORN to before me this 23 FEB 2021, affiant exhibiting his/her validly issued government ID as indicated		
 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath		

WORK EXPERIENCE	
JANUARY 9, 2020 - PRESENT	INSTRUCTOR II INSTITUTE FOR STRATEGIC RESEARCH & DEVELOPMENT STUDIES, VISAYAS STATE UNIVERSITY
<ul style="list-style-type: none"> • Prepares learning guides and instructional materials • Conducts classes both online and face-to-face • Support students in their learning • Conducts research and implements extension projects • Carry out assigned administrative tasks 	
MAY – JULY 2017	Economic Inclusion Officer People In Need, Guiuan, Eastern Samar
<ul style="list-style-type: none"> ▪ Conducted value-chain research of Calamansi in Eastern Samar ▪ Supported training of farmer and entrepreneurs partners ▪ Prepared of evaluation tool of trainers 	
JAN 4, 2016- MAY 9, 2017	Disaster Risk Reduction Community Organizer Catholic Relief Services, Salcedo, Eastern Samar (Philippines)
<ul style="list-style-type: none"> ▪ Assessed and proposed capacity building needs in relations to Disaster Risk Reduction of the local leaders; ▪ Mobilized the community residents and local leaders for capacity building trainings and Community-based Disaster Risk Reduction Management (CBDRRM) planning; ▪ Conducted and facilitated DRR trainings according to target and ensure that participants understand and retain knowledge ; ▪ Organized, checked and ensured proper documentation of training outputs; ▪ Worked closely with the Project's MEAL for collection and analysis of M and E information; 	
APRIL 6, 2015 – DEC 15, 2015	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer Catholic Relief Services, Salcedo, Eastern Samar (Philippines)
<ul style="list-style-type: none"> ▪ Provided technical assistance to ensure that accountability is integrated throughout the project cycle (design, implementation, and M&E) of CRS projects in the program area. ▪ Provided training and guidance for project staff on relevant accountability issues. ▪ Shared resources and information with staff on accountability. ▪ Managed the feedback mechanisms to ensure effective two-way feedbacking system with the covered communities ▪ Ensured that accurate and timely responses are given to the communities 	
Feb 4, 2014– Mar 31, 2015	Emergency Food Security and Livelihood (EFSVL) Officer Oxfam GB, Ormoc City (Philippines)
<ul style="list-style-type: none"> ▪ Assessed and analyzed food security & livelihood contexts which results were used in the conceptualization of the projects that were implemented; ▪ Conceptualized and prepared project proposals ▪ Took direct responsibility in the implementation of 2 livelihood recovery projects reaching almost 3000 families in 23 barangays within 5 months during the post-disaster emergency phase; ▪ Lead in the rehabilitation of the post-harvest facilities of the 2 Rice Cooperatives in partnership with government agency; ▪ Supported the different capacity buildings of supported Rice Cooperatives and interest groups including strategic & business planning; ▪ Facilitated the implementation skills training of 71 rice labourers so that they can access off-farm livelihood opportunities; ▪ Line managed 2-3 assistant posts and oversee community activities through meetings, FGDs, and site visits to ensure that that projects are progressing according to schedule; ▪ Supported the organizing of groups to avail the Self-Help Group project. 	
April 1, 2008 – Dec 1, 2013	Credit Officer KABUHAYAN Micro-credit Inc., Tacloban City (Philippines)
<ul style="list-style-type: none"> ▪ Marketing of the organization's products and services; ▪ Assessed and conducted in-depth evaluation of clients' project/business including the background of the borrower; ▪ Supervised 3 personnel when assigned as the OIC Manager ▪ Proposed viable and qualified borrowers to Credit Committee for approval; ▪ Monitored, collected payments and prepared report relating to the status of the borrowers' business; ▪ Assisted in project-proposal making 	


 Gina A. Delima
 December 1, 2020